

PERSONNEL BOARD SUMMARIZED MINUTES

Monday, November 7, 2016 – 6:00 p.m.

Call to Order/Roll Call of Members: Pat Carnevale, Chairperson; Norberto Alvarez, Vice-Chairperson; Zoraya Pena, Member; Stephen Dielmann, Member; Luis Zubieta, Member **ALSO PRESENT:** Marta A. Diaz, HR Administrative Aide (on behalf of Gelien Perez, HR Director); Owen Kohler, Assistant City Attorney; and Annette Otaño, Secretary. **ABSENT:** Gelien Perez, HR Director

AGENDA

1. Request to approve the minutes of the October 3, 2016 Personnel Board meeting.
APPROVED. Motion by Mr. Zubieta. Second by Ms. Pena. Passed by unanimous vote.
2. Request to approve leave with pay, because of death in the immediate family, for the listed employees, in accordance with Rule 13, Section 5 (f) of the Civil Service Rules and regulations, received October 2016.
 1. Roberto Fernandez Fire Department
 2. Alexia Acosta-Bouza Public Safety Communications
 3. Carmen Pulgarin Public Works
 4. Felipe Veitia Public Works**APPROVED.** Motion by Mr. Zubieta. Second by Mr. Dielmann. Passed by unanimous vote.
3. Report of Leave without Pay for October 2016.
SO NOTED
4. Report of Civil Service Appointments for October 2016.
 1. Frank Gagliano Fire Department
 2. Israel Brena Vidal Parks and Recreation Department
 3. Ariel Hernandez Police Department
 4. Rene Rodriguez Streets Department**SO NOTED**
5. Report of Civil Service Resignations for October 2016.
 1. Cesar Morales Construction and Maintenance
 2. Christina Dillon Education and Community Services
 3. Irma Ferreiro-Gomez Finance Department
 4. Julio C. Acosta Police Department
 5. Mayte Arias Public Works
 6. Virgilio Rivera Public Works
 7. Juan Carlos Rodriguez Streets Department**SO NOTED**

6. Report of Maternal/Paternal Leave for October 2016.

1. Ivan Fiallo Fire Department
2. Daylen Docampo-Perez Law Department

SO NOTED

7. Report of Leave of Absence for October 2016. **None.**

SO NOTED

8. Request to certify the eligibility list for **Business Tax Specialist I.**

APPROVED. Motion by Mr. Zubieta. Second by Ms. Pena. Passed by unanimous vote.

9. Request to certify the eligibility list for **Business Tax Specialist II.**

APPROVED. Motion by Ms. Pena. Second by Mr. Zubieta. Passed by unanimous vote.

10. Request to certify the eligibility list for **Construction and Maintenance Service Worker.**

APPROVED. Motion by Mr. Zubieta. Second by Ms. Pena. Passed by unanimous vote.

11. Request to certify the eligibility list for **Parks and Recreation Service Worker.**

APPROVED. Motion by Ms. Pena. Second by Mr. Dielmann. Passed by unanimous vote.

12. Request to certify the eligibility list for **Streets Service Worker.**

APPROVED. Motion by Mr. Zubieta. Second by Ms. Pena. Passed by unanimous vote.

13. Request to abolish the 2014 eligibility list for the position of **Fire Lieutenant** certified at the December 1, 2014, Personnel Board meeting (pursuant to Civil Services Rules and Regulations, Employment and Promotional Lists, Rule VII, Section 2.

APPROVED. Motion by Mr. Zubieta. Second by Ms. Pena. Passed by unanimous vote.

14. Request to certify the 2016 eligibility list for **Fire Lieutenant.**

APPROVED. Motion by Ms. Pena. Second by Mr. Zubieta. Passed by unanimous vote.

15. Request to abolish the 2014 eligibility list for the position of **Police Sergeant** certified at the November 3, 2014, Personnel Board meeting (pursuant to Civil Services Rules and Regulations, Employment and Promotional Lists, Rule VII, Section 2.

APPROVED. Motion by Mr. Zubieta. Second by Ms. Pena. Passed by unanimous vote.

16. Request to certify the 2016 eligibility list for **Police Sergeant.**

APPROVED. Motion by Mr. Dielmann. Second by Ms. Pena. Passed by unanimous vote.

17. Request to approve the **revised** job description for the position of **Recreation Center Director I.**

Copy of **revised** job description and eligibility list are attached.

Range 48 - \$1,099 - \$2,213 Bi-weekly

APPROVED. Motion by Mr. Zubieta. Second by Ms. Pena. Passed by unanimous vote.

18. Request to approve the **revised** job description for the position of **Recreation Leader II.**

Copy of **revised** job description and eligibility list are attached.

Range 46 - \$979 - \$1,892 Bi-weekly

APPROVED. Motion by Mr. Zubieta. Second by Ms. Pena. Passed by unanimous vote.

19. Request to hear **Unfinished Business.**

20. Request to hear **New Business.**

NEXT PERSONNEL BOARD MEETING: Monday, December 5, 2016 at 6:00 P.M.

If any person decides to appeal any decision made by the Personnel Board with respect to any matter considered at this meeting, he/she will need a record of the proceedings and, for such purpose, may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. In accordance with the Americans and Disabilities Act of 1990, persons needing a special accommodation to participate in this proceeding should contact the Office of the City Clerk no later than seven (7) days prior to the proceeding. Telephone (305) 883-5820 for assistance; if hearing impaired, telephone the Florida Relay Service Numbers (800) 955-8771 (TDD) OR (800) 955-8770 (VOICE), for assistance.